

# **Chalton Lower School Central Bedfordshire Council Admission policy for Academic Year 2023-24**

The Published Admission Number for the school is: **15**  
The designated measuring point of the school is the: **School gate**

## **Nursery Admissions**

Chalton Lower School offers nursery places for children the term after their fourth birthday.

01/09/23 – 31/12/23 starts January 2024

01/01/24 – 31/03/24 starts April 2024

01/04/24 – 31/08/24 starts September 2024

This does not guarantee a place in school for the reception year. [The school year that they are five. A school year is from September 1<sup>st</sup> to August 31<sup>st</sup>.]

**The Local Authority is the Admissions Authority for Chalton Lower School. We have an admission number of 15 per year group. A Common Application Form [CAF] must be completed for a school place for each child. Application forms are available online and must be submitted to the Admissions team by 15<sup>th</sup> January.**

- We have January and April nursery intakes.
- We take children at the beginning of the term after their fourth birthday.
- The statutory entitlement is 2 ½ hours per day, but the school funds the excess hours.

If there are fewer applications than places available at the school all applicants will be admitted. If there are more applications than places available, the criteria below will be used to prioritise applications. The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

- 1) All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children of staff
- 3) Children living in the catchment area with siblings at the school
- 4) Children living in the catchment area
- 5) Children living outside the catchment area with siblings at the school
- 6) Any other children

## **Tiebreaker**

Straight line distance will be used as a tiebreaker in each criterion where required to determine the allocation of places. The distance the pupil lives from the school, which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. In the event of (a) two or more children living at the same address point (e.g.: children resident in a block of flats) or (b) two addresses measuring the same distance from the

school, the ultimate tie breaker will be random selection, using the Synergy Admissions database to allocate the place.

### **Delayed Admission for summer born children**

Parents/carers have the right to request their summer born child's admission to Reception Year is in the September following their fifth birthday. However parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the admission authority for the school in consultation with the Headteacher.

For further detail please refer to Central Bedfordshire Determined Coordinated Scheme for Admissions paragraph 2.7.

### **Pupils with an Education, Health and Care Plan**

In accordance with the Education Act 1996, children with an Education, Health and Care Plan are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the Plan, even if the school is full.

### **Fair Access Protocol**

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e., those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

### **Unsuccessful applications**

#### **Waiting List**

All unsuccessful applicants will be added to the waiting list which will run until the end of the academic year (July 2024). Waiting lists are ranked solely by the published oversubscription criteria for the school. The list will be ranked each time a child is added to the waiting list.

#### **Appeals**

If a place cannot be offered at Chalton Lower School applicants have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

### **Definitions of Admissions Criteria:**

#### **'Looked after' children.**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

#### **Previously 'looked after' children.**

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

### **Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted.**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Children of staff**

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

### **Catchment area**

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment areas.

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, stepbrother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

### **Nearest school**

The nearest school will be identified by measuring the distance the pupil lives from the school, which is measured in a straight line, using the Local Authority's computerised measuring system, from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point.

Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on the nearest lower/primary school (Leighton Buzzard area only).

Pulford VA Lower School will not be considered as a pupil's nearest school for the purposes of this policy as admission to Pulford is predominantly based on faith grounds rather than a pupil's address.

### **Any other children**

Pupils who do not meet any of the higher criteria will be prioritised by the distance with those living closer to the school receiving the higher priority. Using their computerised measuring system, the Local Authority will measure the straight-line distance from the address point of the pupil's home to the designated measuring point for the school, as agreed with the school's governing body.

## **In-Year Admissions**

An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group. The Local Authority will co-ordinate in-year applications as our admission authority.

## **Admission Arrangements for Disabled Pupils**

- In accordance with the 'Special Educational Needs and Disability Act (SENDA) 2001' Chalton Lower School does not discriminate against disabled pupils, or their parents.
- Chalton Lower School endeavours to make reasonable adjustments to allow access to the curriculum, buildings and information.
- We therefore ask that parents of prospective pupils inform us of any disability and access requirements on initial application so that we may update our audit of requirements and provision.

## **Equal Opportunities**

The curriculum arrangements described in this booklet apply equally to disabled pupils. Several new pieces of legislation have been introduced including the Disability Act and Inclusion. As a school, we have a duty to adopt and adhere to this.

### **Some principles:**

**Access:** The physical environment must be accessible by all, i.e. ramps, hearing aid loop systems, lighting, acoustics etc.

**Curriculum:** Full access to the curriculum is an entitlement – we must provide ALL the curriculum for ALL pupils regardless of SEN or disability.

However parents have the right to withdraw their child from R.E. (Religious Education) and assembly.

**Information:** We must provide information in accessible forms, i.e. Braille, large print or on audio tape for those who need these facilities.

## **Acceptance Arrangements**

The needs of disabled children are specific to the individual child. The procedure at Chalton Lower School is to contact the Headteacher in the first instance. The Headteacher will then consult with the L.A. about suitable provision on an individual basis.

## **Transition to Middle School**

Chalton Lower School is part of the Harlington Pyramid and is a feeder school to Parkfields Middle School. However, being given a place at Chalton Lower School does not automatically give children a place at this middle school.